

**Finance and Operations Policy FO 29**  
**Moving Expenses**

**1. Moving/Relocation Expense Policy Purpose**

Effective January 1, 2018 with the Tax Cuts and Jobs Act all reimbursements made to an employee or paid to a vendor on behalf of an individual for moving/relocation expenses are taxable to the individual. A department may determine that it is reasonable and necessary to pay these expenses for an employee. The appropriate Vice President must approve the reimbursement and funds must be available in the fund organization, account, and program (FOAP) designated to be charged.

**2. Funding Moving/Relocation Expenses**

The reimbursement of relocation expenses may not be paid with State appropriated funds (reference Texas Government Code § 2113.204). A department may use local (non-state appropriated) institutional funds.

**3. Reimbursement Procedures**

The department must establish written documentation stating the agreed amount of reimbursable moving expenses with approval provided by the appropriate Vice President. Documentation can be in the form of a memo or an email. For repayment purposes, the department must obtain the employees agreement via signature in advance of any payment of moving expenses.

*Any moving/relocation allowance must be paid through the payroll process and may be paid at any date after the employee start date. Faculty moving allowances may be paid prior to the official semester contract dates.*

The department may request evidence of actual cost (receipts or attestation), but this is not required documentation for payment processing.

Sam Houston State University assumes no responsibility for the household goods, personal effects, or property of the employee. In the event a dispute arises between a moving company and the employee, responsibility for resolving the matter rests with the employee.

[Moving expense Reimbursement Form](#)

**4. Repayment Clause**

Relocation allowances may be subject to repayment if a recipient voluntarily separates from employment within twenty-four (24) months of the employee's start date. Amounts subject to repayment are as follows:

<b>Separation from Employment</b>	<b>Amount of Repayment</b>
Six months	100% of Relocation Allowance
Twelve months	75% of Relocation Allowance
Eighteen months	50% of Relocation Allowance
Twenty four months	25% of Relocation Allowance

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The hiring department is responsible for contacting the recipient of the relocation allowance to arrange for repayment. The hiring department will notify Payroll Services of the amount to be re-paid so that an attempt can be made to deduct the relocation allowance from final wages and/or eligible leave payouts.

**Reviewed by:** Tessy Rappé - Associate Vice President Finance & Operations  
J. Carlos Hernandez-Vice President for Finance & Operations

**Approved by:** President's Cabinet and Office of General Counsel  
May 2019

**Next Review:** August 2022